



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

NON-MERIT POSITION

(This is a Confidential position under the Judicial Branch Personnel Rules)

POSTING # SC0520N21

IN-HOUSE PROMOTIONAL/LATERAL TRANSFER OPPORTUNITY

Opening Date: 5/20/2021

Closing Date: 6/3/2021

CHIEF REAL-TIME COURT REPORTER

Anticipated Vacancy

Salary: \$69,484.00 Pay Grade C12* (SMV)

Recruiting For: Superior Court of Delaware

Location: Kent County Courthouse, **Dover, DE (Please check this county on your application).**

*Salary applicable for promotional or lateral transfer opportunity is based upon the actual rate of the incumbent employee

Summary Statement:

Incumbent is responsible for supervising and participating in specialized stenographic work in the verbatim recording and transcribing of trials, proceedings, hearings and conferences in Superior Court.

Nature and Scope:

Incumbent performs with direction from the Court Administrator and Deputy Court Administrator and with general supervision from a Judge or Commissioner. In addition to court reporting responsibilities, the incumbent supervises other Court Reporters and support staff. An incumbent has contact with other court personnel, defendants, witnesses, the Attorney General's Office, the Public Defender's Office, private law firms, insurance companies and members of private industry for arranging for the preparation of transcripts, confirming quoted material and obtaining spelling of technical terms and proper names. A significant aspect of this position is working with the Assistant Chief Court Reporter on the scheduling and assigning of court reporters to ensure adequate coverage for all proceedings.

Essential Functions:

- Supervises other Court Reporters and clerical support staff; interviews and tests applicants and makes recommendations on their hire; provides new employee orientation and training; provides guidance to and coverage for court reporters in other counties on an as-needed basis.
- Oversees office operations to ensure conformity with applicable rules and procedures; oversees the maintenance of records and files; monitors transcript production; monitors proper labeling and storage of court reporters' reports; initiates office policies and procedures including the design of forms necessary for scheduling, recordkeeping, etc.; monitors and approves purchases of office supplies and equipment.
- Prepares stenographic reports of court trials, hearings or conferences where verbatim records are required by law; identifies participants by name to facilitate recordings; reads aloud statements of participants as requested during court proceedings or upon subpoena from another Court or before a Judge in Chambers; places identifying marks in supplemental material for inclusion in finished transcript.
- Produces transcripts, proofreads, ensuring corrections are made; reviews for technical accuracy and pagination, certifies documents, collates, binds and delivers completed transcripts; files transcripts with appropriate court.
- Maintains files and records of notes indexed to facilitate ready reference; maintains a log and daily record of court proceedings reported.
- Researches legal, medical, scientific and technical reference sources to ensure accuracy of court records.
- Serves as staff liaison with the Court, members of the Bar Association, litigants and other court-related departments.
- Performs confidential and report-related duties as required by a Judge.

Minimum Qualifications:

Applicants must show in the judicial application; education, training and/or experience in **each** of the following areas. **Failure in any one area will result in a rating of "Not Qualified."** (Resume, transcripts and training certificates may be included as supporting documentation. Resumes may not be substituted for the application.)

1. Experience as a Real-Time stenographic reporter recording and transcribing verbatim proceedings of judicial or quasi-judicial hearings, conferences and meetings in a court system, and registered professional Reporter (RPR) from the National Court Reporters Association for the duration of employment.
2. Knowledge of staff supervision; which includes planning, assigning, reviewing and evaluating the work of others.
3. Experience with courtroom procedures and legal terminology.
4. Experience in office management; which includes managing, directing and coordinating office operations to ensure efficient operation of the office. Analyze and recommend improvements in work flow and other procedures.

CONDITIONS OF EMPLOYMENT:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

BENEFITS: To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> . Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any ONE of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@delaware.gov
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:
Superior Court of Delaware
Leonard L. Williams Justice Center
500 N. King Street, Suite 2850
Wilmington, DE 19801

ATTACHMENTS TO APPLICATIONS:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

ACCOMMODATIONS:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer